

### PERSONNEL OFFICIALS MEET TO REVITALIZE LOCAL IPMA CHAPTER

A steering committee composed of interested human resource development officials and personnel managers met recently to revitalize the Rhode Island chapter of the International Personnel Management Association (IPMA).

The committee reviewed proposed new by-laws; began work on a membership directory; and proposed a slate of officers and directors.

IPMA is a non-profit, educational organization established for the purpose of fostering and developing sound policies and practices in public human resource administration. Primarily a membership organization, the Association coordinates research activities in personnel administration, and fosters the career growth of individuals engaged in the human resource field. IPMA was established in 1973 from the consolidation of the Public Personnel Association founded in Chicago in 1906, and the Society for Personnel Administration founded in Washington, DC in 1937.

Local IPMA chapters have long played an important role in the growth and development of personnel administration and have been one of the most significant components of organizational strength in the IPMA.

There are IPMA chapters in twenty-nine states, Washington, DC, Guam, Puerto Rico, the Virgin Islands and West Germany.

All who have an interest in human resource development or personnel administration are invited to take an active part in the reorganization of the Rhode Island chapter.

For more information contact: Debra Jodoin, Office of Personnel Administration (OPA), 289 Promenade Street, Providence, RI 02908, 277-2160.

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### RHODE ISLAND HOST TO NATIONAL ASSOCIATION OF PERSONNEL EXECUTIVES

Rhode Island was the host state (a first), and the Newport Marriott Hotel was the site of the 1989 Annual Conference of the National Association of State Personnel Executives (NASPE).

The four-day conference held August 1-4, was gavelled to order by Rhode Island State Personnel Administrator Bradford E. Southworth, President of the national group.

Under a conference theme of "Shaping the Change," more than one hundred participants and their guests heard speakers address a variety of theme-related topics including: Qualities of Leadership; National Health Insurance; Creating a Service-Oriented Culture; Ethical Choices; Gender Hostility in the Workplace; and Valuing Our Cultural Diversity.

Among the guest speakers were Gene Childress, Executive Director, Kentucky Government Services Center; Colin A. MacGillivray, Executive Vice-President of Blue Cross/Blue Shield of Rhode Island; Mary Hessler, Manager, State Government Division of KASET, Inc.; Barry Shapiro, Management Consultant, Shapiro and Associates, California.

The National Association of State Personnel Executives brings together personnel executives from each of the fifty states and territories. Together, the members cooperate toward the more effective exercise of the personnel management function to attain greater efficiency and economy in state administration.

In the past several years the group has sponsored seminars dealing with the impact of the Fair Labor Standards Act; privatization; and, the public employee and drug testing.

NASPE receives staff support from The Council of State Governments, a joint agency of all state governments — created, supported, and directed by them. This group conducts research on state programs and problems; maintains an information service available to state officials and legislators; issues a variety of publications; assists in state-federal liaison; promotes regional and state-local cooperation; and provides staff for affiliated organizations such as the National Association of State Personnel Executives (NASPE).

Corporate sponsors of the 1989 NASPE Annual Conference included: AT&T of Providence; Aetna Life Insurance; Blue Cross/Blue Shield of Rhode Island; Hallcrest Associates, Inc.; Honeywell Bull; Mercer-Meidinger-Hansen; Metropolitan Life Insurance; Midwest Legal Services, Inc.; Unisys Corporation, and Variable Annuity Life Insurance Company.

Limosine service was provided by Beverly Hills Limosines of Warwick.

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### 1989 Model Volunteer Program Awards Announced

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Other winners this year were South County RIARC's Citizen Advocacy Priendship Program, Island Hospice, and Save the Bay

#### LEGISLATIVE ROUND-UP

Recause of the late adjournment of this year's session of the General Assembly, we were unable to obtain the necessary information on legislation of interest to state coupleyees in time for this edition of pRMs. We are bowever, maintaining a Legislative Advisory Service specifically for state employees. Readers interested in the status of employee-related legislation may call the Office of Personnel Administration (OPA) at 277-2160 for information.

#### potlet:

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# FROM THE OFFICE OF THE GOVERNOR

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# Office of Training & Development



#### OMMUNICATIONS:

COMMUNICATIONS:

Basic Communications (15 hours, 1/2 credit) 2 Fridays beginning November 10; 8:30-4:30 p.m. Instructor: Thomas J. Farrell, MA \$76.

Effective Writing (15 hours, 1/2 credit) 5 Fridays beginning September 8 (not October 6); 9:00-12 Noon. Instructor: Donna L. Thomsen, 

#### COMPUTERS:

Using Lotus (15 hours, 1/2 credit) 5 Thursdays beginning September 14 OR 5 Thursdays beginning November 16; 9:00-12 Noon.

Instructor: James Kenny, Ph.D. \$97.

Introduction to Word Processing (15 hours, 1/2 credit) 5 Tuesdays beginning September 12 OR October 24. 9:00-12 Noon. Instructor:

Word Perfect. Dates and fee to be announced. Instructor: Eileen Weber, M.Ed.

#### FUNCTIONING IN STATE GOVERNMENT:

Specialized Records Management. Tuesday, September 19; 9:00-4:00 p.m. AND/OR Tuesday, October 17; 9:00-4:00 p.m. Call for details on credit. Instructor: Albin Wagner, MA, C.R.M. \$15.

Stereotyping and Diversity: What Does Affirmative Action Have To Do With Me? (15 hours, ½ credit). Course 1 (Providence) 5 Tuesdays beginning September 12, 9:00-12 Noon; October (10); 1:00-4:00 p.m.). Course 2 (URI-Kingston) 5 Tuesdays beginning October 24; 9:00-12 Noon. Instructor: Geraldine Iadevaia, Gloria Hale, Herbert Spencer, Harold "Cap" Smith, Pat Ryhred and Al Provencher............ No Fee

#### GRANTS AND BUDGETS:

Grantship and Fundraising. (24 hours, 1 credit); 8 Thursdays, beginning September 14; 9:00-12 Noon. Instructor: Peter McGrath, MA \$76.

State Budgeting Process. Course date (tentative) October-November. Fee to be announced.

#### MANAGEMENT/SUPERVISORY:

Two Supervisory Headaches: Programs for Employee Assistance and Workers Compensation. October 3; 8:30-4:00 p.m. Instructors: Judith 

Time Management Strategies for the Woman Supervisor/Manager. Monday, September 11; 8:30-4:00 p.m. (luncheon included). Instructor: Susan Reidy, ACSW......\$40.

How Leadership Styles Affect the Team. December 4; 8:30-4:00 p.m. (luncheon included). Instructors: Wayne Haigh and Fran Pinto

What Supervisors Need to Know About Discrimination. September 27 OR November 21; 8:30-4:00 p.m. Instructors: Gerry ladevaia and Paul Holbrook .......\$12.

Supervisory Interviewing. Course date (tentative) October-December. 

Labor Relations Issues for Supervisors. Tuesday, November 14; 8:30-4:00 p.m. (luncheon included). Instructors: Walter McGarry and John

Managing Employee Performance. (18 hours, 1/2 credit) October 12, 26, and November 16; 8:30-4:00 p.m. (luncheon included). Instructors: Scott Mueller; M.S.W., Walter McGarry, John Turano, J.D., and John Boulmehs, Ph.D. \$105.

Supervisory and Management Skills. (18 hours, 1/2 credit). Course 1: October 5, 19, and November 2. Course 2: November 9, 30, and December 14; 8:30-4:00 p.m. (luncheon included), Instructor: Scott 

#### SECRETARIAL/CLERICAL:

A SPECIA

Self-Marketing: Resume Writing/Preparing for an Interview, Thursday, September 14; 1:30-4:30 p.m. Instructor: Holly Hitchcock,

#### SELF DEVELOPMENT:

Stress Management. (24 hours, 1 credit). 8 Mondays beginning September 18; 9:00-12 Noon. Instructor: Sylvia Weber, M.S.R.N.C.S.

How To Take a Civil Service Test. Course date (tentative) October-December. Call to place your name on a waiting list for more information as it becomes available. Instructor: Herman Rose...... \$15.

#### SPECIALIZED PROGRAMS:

We in the Office of Training and Development arc strongly committed to an extra effort — providing opportunities for all employees in development and training. We would be happy to assist agency heads and their employee relation officers to invest in human resources. Many of the courses outlined earlier in this listing can be tailored to meet the specific needs of your agency. For example, specialized computer classes such as Using Lotus 1-2-3, MicroComputers in Government, Applewerks, etc., can be developed for your department.

Two Mini-Courses can be co-sponsored with your department.

• Your Paystub and Your Finances

• Financial Planning for Retirement

Call us at 277-2877 to arrange for a location and time convenient to you.

#### TRAINER'S INSTITUTE:

Training for Trainers (30 hours, 1 credit) November 28, December 5, 12; Jan. 10, 17; 9:00-4:00 p.m. Instructor: Scott Mueller, M.S.W. \$198.

Making Presentations. (18 hours, 1/2 credit) Date (tentative) October-November. Dates and times to be announced. Instructor: Agnes Doody, Ph.D. \$81.

Audio Visual Review. Session 1: General Use and Care of Equip-September 18; 9:00-12 Noon. Session 2: Video Tape Recorders and Cameras: September 25; 9:00-12 Noon. Instructor: Michael Hughs...... per session \$5.

#### Other Courses Planned for the Spring. . .

- Policy Analysis and Program Evaluation
- Ethical and Liability Issues for Supervisors
- Techniques for Improving Your Memory
- Perceptions of People. . . How Different Are We?
- Retirement Planning
- Advanced Lotus 1-2-3

These courses are being planned. Call 277-2877 to place your name on a mailing list to receive information as it becomes available.



# Healthy Bones

by Mary Hartley, R.D. Supervisor, Nutrition Services, RIGHA

The mineral calcium is all the rage. Calcium-fortified products are turning up on supermarket

shelves and millions of Americans are popping calcium pills. The marketing of calcium is directed at middle-aged women who fear osteoporosis — a degenerative bone disease that strips away

calcium, leaving bones brittle and likely to break.

Osteoporosis is responsible for fractures in one out of every four women over the age of 65. Broken hips are the twelfth leading cause of death in the United States. Men get ostcoporosis also, although much less frequently. The exact cause of osteoporosis is unknown, and calcium's role in preventing the disease remains controversial.

Our bones are part of a major organ system that is constantly changing. Bone minerals, especially calcium, are continually being removed and replaced under the influence of hormones. Calcium is needed in the blood stream to maintain heart rhythms, nerve impulses, muscle contractions and blood clotting. If the foods you eat do not supply enough calcium, your bones will be depleted over time.

The hormonal change brought on by menopause is the major contributing factor in osteoporosis. Lowered estrogen levels trigger rapid acceleration of bone loss in some women. Estrogen replacement therapy can help to prevent bone loss, but cannot

strengthen bones already weakened.

Adult women need calcium to maintain the bone mass they accrued during growth. Bones also need the stress of exercise to stay dense. With their physician's advice, adult women should do an exercise program four or more times per week, for at least

30 minutes at an aerobic level of intensity.

A middle-aged woman's requirement for calcium may range from the outdated Recommended Dietary Allowance (RDA) of 800 milligrams per day to 1500 milligrams recommended by some orthopedic specialists. In either case, it is important to know that calcium is not widely available in foods. Dairy products, such as milk, yogurt, cheese and pudding, remain the best source of calcium. It is important to choose the low fat versions to avoid extra calories and cholesterol. Other major sources are sardines, oysters, salmon with bones, tofu made from a calcium coagulant, kale, collards and broccoli.

To avoid wasting calcium, take in only as much protein and phosphorous as you need. High protein intakes from large portions of meat may increase the amount of calcium exercted in the urine, and the high phosphorous content of soft drinks and processed foods can tip the metabolic balance to create a calcium shortage. The chronic dieter who drinks diet soda instead of milk

is a prime candidate for osteoporosis.

Many small changes can add up to increase your calcium intake. Try these suggestions and this high calcium dessert recipe.

Drink low fat milk with meals.

- Drink cocoa instead of coffee or tea.
- Cook hot cereal with low fat milk.
- Add low fat cheese to sandwiches.

Snack on low fat cheese or yogurt.

Blend a drink of yogurt or skim milk with fruit juice.

Use low fat yogurt as a substitute for sour cream.

Add nonfat dry milk to soups, stews, casseroles, meatloaf and potatoes.

Combine nonfat dry milk with skim milk for a richer product.

Top vegetables and salads with Parmesan cheese.

Make salad dressings with skim milk or yogurt. Add tofu and dark green leafy vegetables to your menus.

Make popsicles by stirring fruited yogurt, pouring into popsicle molds, adding sticks and freezing.

Make milk-based desserts like strawberry mousse.

#### Strawberry Mousse

I cup plain low fat yogurt

1/4 cup nonfat dry milk

1/4 ounce package of regular or sugar-free strawberry jello

1/4 cup boiling water

I cup ice cubes

cup strawberries, halved

4 fresh strawberries

Pour boiling water into a blender. Add jello mix and blend at low speed until completely dissolved. Add ice cubes and stir until ice is partially melted. Add strawberries, yogurt and nonfat dry milk. Blend at high speed for 30 seconds or until smooth. Pour into small dessert dishes. Chill until set. Garnish with fresh strawberry.

Mary Hartley is a Registered Dietician and Supervisor of Nutrition Services for RIGHA. She holds a Master's degree in Public Health from the University of Minnesota, and completed a dietetic internship at New England Deaconess Hospital.

#### ATTENTION RIGHA MEMBERS CONSIDERING RETIREMENT!

#### RIGHA CAREPLUS INFORMATION

If you are currently a RIGHA member, turning 65 in 1989 and approaching retirement, you will be eligible to enroll in RIGHA's CarePlus program, which is our health coverage program for persons 65 and over. Therefore, it might be helpful to consider the following items prior to your enrollment:

1. In order to enroll in CarePlus, you must have Medicare Parts A and B. (This can be accomplished through your local Social Security office.)

2. As a CarePlus member, you can not live outside of RIGHA's service area for more than three (3) con-

secutive months per year.

3. If you intend to enroll in CarePlus, it will be necessary for you to complete and return a CarePlus Enrollment Application. (Applications can be obtained from the State Retirement Office, located at 198 Dyer Street, Providence, RI, or by telephoning (401) 277-2203, in-state toll free 1-800-752-8088.)

4. Applications must be completed and returned to the

State Retirement Office.

5. Applications submitted to RIGHA by the State Retirement Office by the fifth day of the month will be effective on the first day of the following month.

If you have additional questions, please do not hesitate to contact RIGHA's CarePlus Office at (401) 421-4410, extension 572.

## BITS 'n PIECES . . .

Congratulations to Virginia (Ginger) Gifford of the R.I. Division of Taxation recently elected to the Board of Directors of the Rhode Island Society of Certified Public Accountants. The long-time state employee is Chief Revenue Agent in Charge of the Research and Taxpayer Assistance Section. In addition, she serves as the Tax Division's representative on the R.I. Source Reduction Task Force and on the Governor's Ad Hoc Committee on Elderly Property Tax Relief.

The Permanent Advisory Commission on Women in Rhode Island, at its May meeting, elected Patricia Borges, representing the Department of Mental Health, Retardation and Hospitals (MHRH), as Chair of the Commission. Other elected officers for 1989-90 include Vanessa Cooley, Vice Chair for Internal Matters; Martha Delaney Mulcahy representing the Department of Environmental Management (DEM), Vice Chair for External Matters; Paula Martone, from the Department of Employment Security (DES), Secretary; and Anna M. Tucker, Treasurer.

In another matter, the Permanent Advisory Commission on Women and representatives from several women's groups in Rhode Island have recently joined forces to form a Coalition for Gender Parity. The goal is to increase the number of women appointed to boards and commissions, in our state. Thirty-five commissions and boards have been targeted. Women interested in serving on a state board or commission are invited to call Sue Barker, Executive Director of PACW at 277-6107.

For his contributions to Providence Recreation in general, and to Little League baseball in particular Joseph E. Shea, an Equal Opportunity Officer, in the Equal Opportunity Office, Department of Admin-

istration (DOA) has been inducted in the Providence Recreation Hall of Fame. Recognition of Joe's 35 years of service to Little League baseball came at Providence Recreation's 2nd Annual Awards Dinner. Joe Shea's outstanding achievements over the years include revitalization of the Elmwood League which he served as Secretary for many years; creation of one of the finest Little League fields in the state; and formation of the Providence Babe Ruth League providing a program for youths when they outgrow the Little League program. In 1964, Joe was elected State Commissioner of the Rhode Island Babe Ruth Leagues, a position he now holds, and to which he has been reclected each year for the past 25 years! During these years, Joe Shea has coached the Elmwood team for 16 years, and served as its President for 10 years. During his tenure as State Commissioner, Rhode Island has hosted more New England Regional Tournaments than any other state in New England. In addition, Cranston hosted the 1985 13 year old World Series and in 1989, will host the 14-15 year old World Series. Joe did some coaching on the CYO League for Assumption Parish for about 8 years. He served as a member of the sports division of the R.I. 1976 Bicentennial Committee; and in 1958 he received the Catholic Interracial Justice Award for his work with the Elmwood Little League. Two former ballplayers of the Providence Babe Ruth League made it to the majors: Davey Lopes and Charley Hough.

Congratulations Joe on your induction into the Hall of Fame, and thank you for all you have done and all you continue to do for Rhode Island youth.

AMORR STURM

Congratulations to Staff Sergeant Ann-Marie Ridings of the 143rd Mobile Acrial Port Squadron, RIANG on being nominated for the 1989 National Guard Unit Career Advisor of the Year Award. Ann-Marie works in the Examination Section of the Office of Personnel Administration (OPA). Although not selected for the award, Ann-Marie did receive congratulatory letters from national and local Air National Guard officials. A letter from Major General Philip G. Killey, Director of Air National Guard in the Department of the Army and the Air Force reads in part: "Please extend my sincere appreciation to Sergeant Ridings for her outstanding support and admirable dedication to the 143rd Mobile Aerial Port Squadron and the mission of the Air National Guard. You can be very proud of the fact that the state of Rhode Island was represented by such a professional individual."

From the R.I. Adjutant General, Major General John W. Kiely came these words of praise: "Through your dedicated efforts and professionalism, you have brought great credit upon yourself and the Rhode Island Air National Guard." Ann-Marie: you make us proud!



The Rhode Island Heritage Commission will hold its 12th Annual Heritage Festival on the State House lawn on September 17, 1989 (Rain date September 24, 1989). Rhode Island is blessed with a diver-

sity of cultures, and the citizens of our state can enjoy a rich variety of cultural expression in music, dance, theatre, and craft. The R.I. Colonial Militia will officially open the festival at 12 Noon. Twenty-six ethnic subcommittees have been provided space to present exhibits indicative of their heritage. There will be something for everyone as the groups perform their native dances and songs and display their ethnic foods, art and crafts. Mike Sands and Lisa Hanks of WSNE-FM Radio will be the masters of ceremonies. The festival is free of charge and will be held from 12 Noon to dusk. It is a great day for the entire family, so bring chairs and blankets and enjoy!

Congratulations to all the state employees who will be retiring under the recently opened "window of opportunity." According to Don R. Hickey, Executive Director of the Retirement Office, Office of the General Treasurer, between 800 to 1000 of you will be retiring under the various options being offered. If you are 65 years of age or older, or will be turning 65 in 1989 and retiring, be sure to read the special message from RIGHA on page four of this newsletter.



# When Scott Larson Needed A Bone Marrow Transplant, His Health Care Plan Acted. His Life Depended On It.

The chemotherapy treatments needed to treat Scott Larson's leukemia were so toxic his bone marrow was being destroyed, putting his life at risk.

He needed a bone marrow transplant — and fast.

Scott Larson's personal doctor at RIGHA and the RIGHA health care team swing, into action.

Scott's physician arranged for

him to be sent to a world class medical center with special expertise in bone marrow transplant technology. And, of course, RIGHA paid for everything.

Fortunately, Scott Larson's story has a happy ending. He's back in school now. His leukemia is in remission. And his doctor at RIGHA checks him regularly to make sure it stays that way.

You may never need the highly sophisticated treatment that Scott Larson received through his RIGHA membership. But, if you want the security of knowing it's there, tell your employer you want to be a RIGHA member.

RIGHA
When it really counts

In RE Providence, Warwick, Eincoln, Aquidheck. MA: Plainville, Swansea, Westport. For information call RIGHA att 401-421-44 Dext. 539 or 508-677-0600.